

INSTRUCTIONS FOR COMPLETION OF REGIONAL AGENCY OBLIGATION PLAN

1. **Local Agency** –Name of the agency responsible for the project
2. **Project Identifier** – Enter the unique number assigned to each project.
3. **FTIP Number** – Enter the number assigned to the project that has been included in the approved three-year FTIP list.
4. **Project Location/Limits** –Enter a description of the project termini.
5. **Project Description** – Enter the following information for each project:
 - (a) Project Title including a brief non technical description of the project and a phrase describing the type and scope of the project.
 - (b) The route number and post-mile (or post-kilometer) limits for projects on the State highway system, any appropriate funding restriction or designation.
 - (c) The source and amounts of local or other non federal funds, if any, committed to the project.
6. **Type of Work** – Indicate the type of work for each project. The type of work will be one of the codes found in the Local Assistance Procedures Manual, Chapter 3, Exhibit 3-1.
7. **Total Project Cost** – Indicate the total cost of the project by type of funds. C for CMAQ, R for RSTP, or T for Regional TEA funds. Dollars should be indicated in thousands.
8. **Obligations (Phase, Amount, Expected Date)** – For each phase of the project, enter the amount to be obligated in thousands, and the expected date of the obligation.
9. **Progress Milestones Dates** – The following progress milestones dates must be entered for each project:
 - Start of Preliminary Engineering (SPE)
 - Draft Environmental Document (DED)
 - Environmental Document Approved (EDA)
 - Start Construction (SC)
 - Construction Complete (CC)
10. **Comments/Misc.** – For regional agency use.